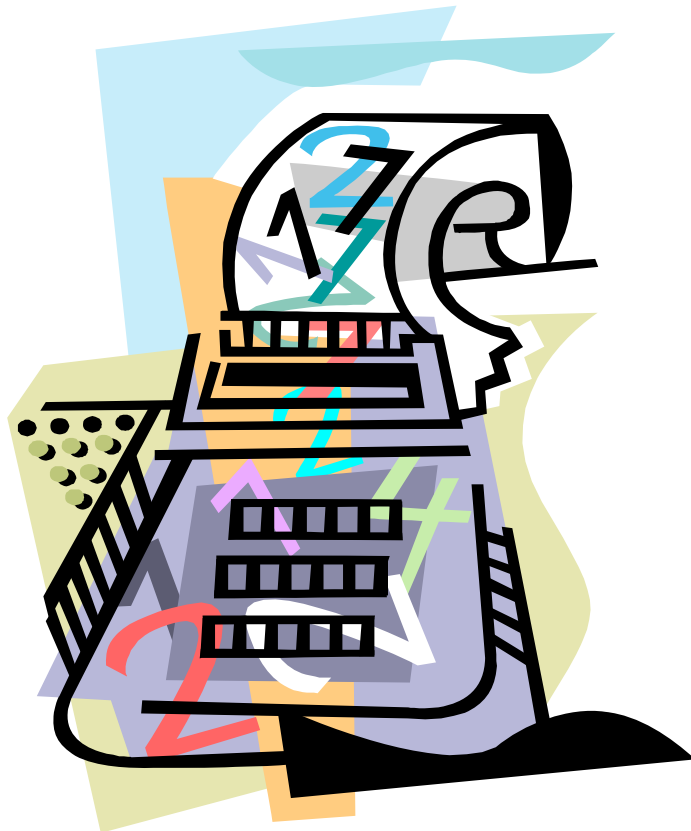


# **EDIT CHECK (RAC FORM) REIMBURSEMENT ACCURACY CHECK SHEET**



## CHAPTER 7

### EDIT CHECK (RAC FORM) REIMBURSEMENT ACCURACY CHECK SHEET

Directions for the Reimbursement Accuracy Check Sheet (RACS) ..	7.1 – 7.4
Reimbursement Accuracy Check Sheet (RACS) .....	7.5 – 7.6
Reimbursement Accuracy Check Sheet Sample .....	7.7– 7.8
Directions for Completion of the RAC Form #2 .....	7.9 – 7.10
Reimbursement Accuracy Check Sheet (RACS) .....	7.11
Sample of Reimbursement Accuracy Check Sheet (RACS) .....	7.12

## **DIRECTIONS FOR THE REIMBURSEMENT ACCURACY CHECK SHEET (RACS)**

This chapter discusses the RACS edit check, or an equivalent, which is required by USDA to be completed monthly. Its purpose is to check the lunch meal reimbursement claim for overclaims and meal counting problems before the claim is submitted for payment to the State Agency. The RACS edit check is completed for the October claim and all claims through the remainder of the school year and is only required for the School Lunch Program.

Two RAC forms are provided in this section. RAC Form #1 is the form that has been used in Idaho for the past several years and RAC Form #2 is new and possibly simpler. You can choose which form works best for your site. You are only required to use one of the forms. Both forms serve the same purpose; they are organized slightly different. If your sites have an automated POS system and a daily edit check is a feature of that system, the RAC forms in this chapter are not required.

Directions for completion of the RAC Form #1 are as follows:

- 1) Enrollment  
Record number of students at this site with access to school lunch. If Kindergarten children do not have access to school lunch, do not include in the enrollment.
- 2) Average Daily Attendance (ADA) % Used  
Figure the average daily attendance (ADA) percentage for each school feeding site. To do this, find out from the school office the September 30 attendance figure for all children at each school feeding site. Next, find out the September 30 enrollment figure at each school feeding site. If two or more school sites eat together at the same kitchen site, then add both of the schools' enrollments and attendance figures together to get the feeding site enrollment and attendance.

Divide the attendance by the enrollment for each feeding site, move the decimal point two spaces to the right, and round to the nearest whole number.

Example

$$291 \text{ attendance} \div 301 \text{ enrollment} = .967 \text{ or } 97\% \text{ ADA}$$

List the ADA% for each feeding site under ADA% Used. You may use the September ADA% figure for the entire year.

3) Approved Free Applicants

The approved number of free applicants for the month includes all free applicants that have:

- Moved
- changed eligibility to reduced or paid during the claim month
- all current free applicants as counted on the last day of the claim month

If the applicant changes eligibility status during the month, they are counted in both eligibility categories for that month.

4) Attendance Adjusted Number of Free Applicants

Multiply the Approved Free Applicants at this site by the ADA% to get the ADA number of Free Applicants. For example, using 97% ADA and 152 free applicants, compute as follows:

152 approved free applicants x .97 ADA = 147.4 or 147 ADA number of free applicants (round down).

5) Does Any Daily FS-4 Count Exceed ADA Number of Free Applicants?

On the FS-4 Record of Meals Served sheet, look at the daily meal counts of free students (remember to include student workers with free eligibility status) to see if on any day the ADA number of Free Applicants was exceeded.

If the ADA number of Free Applicants is not exceeded, then write "No" in this space on the RACS sheet. If some days do exceed the ADA number of Free Applicants, then write "Yes". This process is used for every school feeding site.

If you answer "Yes", you must turn the RACS form over and complete the back. You must investigate the problem and solve it. The reason the edit check (RACS) is done is to find point of service meal counting problems and correct them before submitting your claim to the State Agency.

Errors can be:

- due to meal counting system problems that allow meals to be claimed for ineligible students
- mathematical errors on the cashiers reports or FS-4

You must investigate the problem and correct it or explain the meal count numbers. **YOU CAN NEVER CLAIM MORE MEALS THAN YOU HAVE APPROVED STUDENTS IN ANY CATEGORY.**

6) Approved Reduced Applicants

The approved number of reduced applicants for the month includes all reduced applicants that have:

- Moved
- changed eligibility to free or paid during the claim month
- all current reduced applicants as counted on the last day of the claim month.

7) Attendance Adjusted Numbers of Reduced Applicants

Multiply the Approved Reduced Applicants at this site by the ADA% to get the ADA number of Reduced Applicants. Round down to nearest whole number.

8) For the reduced meals claimed edit check, repeat the process used for the free meals claimed edit check (remember to include student workers with reduced eligibility status).

9) Full Priced Students

To find the number of Full Priced Students, you will use the enrollment for each feeding site for those students that can participate in the School Lunch Program. If kindergartners do not participate in School Lunch, they are not counted in the enrollment for the feeding site. You then subtract the Approved Free Applicants and Approved Reduced Applicants from the enrollment for each feeding site to get the Full Priced Students.

10) Attendance Adjusted Number of Full Priced Students

Multiply the Full Priced Students at the site by the ADA% and round to the nearest whole number.

11) Does Daily FS-4 Count Exceed ADA number of Full Priced Students?

You must add the daily count of paid Exchange Students meals to the daily count of Cash/Charge student meals on the FS-4 to get the daily full priced student meal counts. Check if the combined daily FS-4 meal count exceeds the ADA number of Full Priced Students.

Complete the remainder of the edit check as you did for the free and reduced meals.

12) Last Month Daily Average Meal Participation

Use the prior month's claim and divide the total meals claimed by category for each feeding site by the operating days to get the ADP (Average Daily Participation) by category. Compare the prior month's ADP by category to the daily meal counts on the FS-4 for this month.

13) Use the current month's FS-4 free, reduced and paid totals by site and divide by the operating days to get ADP (Average Daily Participation) by category.

Explain any day that the prior month ADP by category shows a large difference as compared to the current month's daily meal participation on the back of the RACS form.

An edit check must be performed for every claim submitted to the State Agency and the form kept on file with the claim for State Agency review.

Remember that you must correct your meal counting process or explain overclaiming whichever applies.

If you have questions, please call the State Department of Education, Child Nutrition Programs at (208)332-6820.

# REIMBURSEMENT ACCURACY CHECK SHEET (RACS)

		FREE			REDUCED			PAID			LAST MONTH DAILY AVERAGE PARTICIPATION (12)			THIS MONTH DAILY AVERAGE PARTICIPATION (compare this with last month) (13)			
District/School Name  Participant Number  Year		(2) ADA % USED (% Average Daily Attendance) Attendance divided by enrollment	(3) APPROVED FREE APPLICANTS (# of students approved (F) at site)	(4) ATTENDANCE ADJUSTED NUMBER OF FREE APPLICANTS Col 2 x Col 3 = Col 4	(5) DOES DAILY FS-4 COUNT EXCEED ATTENDANCE ADJUSTED NUMBER OF FREE APPLICATIONS?	(6) APPROVED REDUCED APPLICANTS (# of students approved (R) at site)	(7) ATTENDANCE ADJUSTED NUMBER OF REDUCED APPLICANTS Col 2 x Col 6 = Col 7	(8) DOES DAILY FS-4 COUNT EXCEED ATTENDANCE ADJUSTED NUMBER OF REDUCED APPLICANTS?	(9) FULL PRICED STUDENTS # of students full price at site Enrollment (Col 1 - Cols 3 and 6)	(10) ATTENDANCE ADJUSTED NUMBER OF FULL PRICED STUDENTS Col 9 x Col 2 = Col 10	(11) DOES DAILY FS-4 COUNT EXCEED ATTENDANCE ADJUSTED NUMBER OF FULL PRICED STUDENTS?	FREE	REDUCED	FULL PRICED	FREE	REDUCED	FULL PRICED
Month	Enrollment of Students with Access to School Lunch (1)																

ADA% = Attendance divided by enrollment. Approved Applicants = Number approved the last day of the claim month plus any moved or inactivated during the claim month. Check the attendance adjusted number of approved applicants for each category to the daily counts on the FS-4 sheet for each school in the district. If the ADA number of approved applicants does not exceed the meal count, mark "No." If the FS-4 meal count exceeds the ADA number of approved applicants, mark "Yes." Any "Yes" statements will need to be justified and the corrective action to be taken stated on the back of this form. Under no circumstances may more meals be claimed than there are approved free and reduced applicants and full priced enrolled students. A "Yes" answer is acceptable if the counting system is accurate and no overclaiming is occurring.

Full priced students are determined by subtracting free and reduced applicants from the school enrollment that has access to the School Lunch Program.

Last month Daily Average Count = Each school's free, reduced & full price claim count totals divided by the operating days. Explain any large differences between each school's last month daily average count and the daily FS-4 counts on the back of this sheet.

## REIMBURSEMENT ACCURACY CHECK SHEET (RACS)

Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
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Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Authorized Signature:	Date:	USDA is an equal opportunity provider and employer



# REIMBURSEMENT ACCURACY CHECK SHEET (RACS) **SAMPLE**

		FREE				REDUCED			PAID								
<b>Appleton SD, Adams EI</b> District/School Name  <b>813</b> Participant Number  <b>2006</b> Year		(2) ADA % USED (% Average Daily Attendance) Attendance divided by enrollment	(3) APPROVED FREE APPLICANTS (# of students approved (F) at site)	(4) ATTENDANCE ADJUSTED NUMBER OF FREE APPLICANTS Col 2 x Col 3 = Col 4	(5) DOES DAILY FS-4 COUNT EXCEED ATTENDANCE ADJUSTED NUMBER OF FREE APPLICATIONS?	(6) APPROVED REDUCED APPLICANTS (# of students approved (R) at site)	(7) ATTENDANCE ADJUSTED NUMBER OF REDUCED APPLICANTS Col 2 x Col 6 = Col 7	(8) DOES DAILY FS-4 COUNT EXCEED ATTENDANCE ADJUSTED NUMBER OF REDUCED APPLICANTS?	(9) FULL PRICED STUDENTS # of students full price at site Enrollment (Col 1 - Cols 3 and 6)	(10) ATTENDANCE ADJUSTED NUMBER OF FULL PRICED STUDENTS Col 9 x Col 2 = Col 10	(11) DOES DAILY FS-4 COUNT EXCEED ATTENDANCE ADJUSTED NUMBER OF FULL PRICED STUDENTS?	LAST MONTH DAILY AVERAGE PARTICIPATION (12)			THIS MONTH DAILY AVERAGE PARTICIPATION (compare this with last month) (13)		
Month	Enrollment of Students with Access to School Lunch (1)											FREE	REDUCED	FULL PRICED	FREE	REDUCED	FULL PRICED
October	600	.95	200	190	Yes	100	95	No	300	285	No	NA	NA	NA	185	76	225
November	653	.95	245	233	No	115	110	No	293	279	No	185	76	225	194	74	224
December	654	.95	231	220	No	118	113	No	305	290	No	194	74	224	196	74	231

ADA% = Attendance divided by enrollment. Approved Applicants = Number approved the last day of the claim month plus any moved or inactivated during the claim month. Check the attendance adjusted number of approved applicants for each category to the daily counts on the FS-4 sheet for each school in the district. If the ADA number of approved applicants does not exceed the meal count, mark "No." If the FS-4 meal count exceeds the ADA number of approved applicants, mark "Yes." Any "Yes" statements will need to be justified and the corrective action to be taken stated on the back of this form. Under no circumstances may more meals be claimed than there are approved free and reduced applicants and full priced enrolled students. A "Yes" answer is acceptable if the counting system is accurate and no overclaiming is occurring.

Full priced students are determined by subtracting free and reduced applicants from the school enrollment that has access to the School Lunch Program.

Last month Daily Average Count = Each school's free, reduced & full price claim count totals divided by the operating days. Explain any large differences between each school's last month daily average count and the daily FS-4 counts on the back of this sheet.

MUST BE COMPLETED MONTHLY BEFORE SUBMITTING YOUR CLAIM FOR PAYMENT. FILE WITH YOUR CLAIM COPY

## REIMBURSEMENT ACCURACY CHECK SHEET (RACS)

Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim: <b>Free</b>	<b>Music classroom visited from Hoover Elementary</b>	<b>All categories were double checked</b>
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Month	Reason for Overclaim	How was overclaim problem corrected?
Category of overclaim:		
Authorized Signature:	Date:	

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Page 2 of 2

**Directions for Completion of the RAC Form #2 are as follows:**

1) Attendance Factor

Find out from the school office the September 30 attendance figure for all children at the school feeding site. Next, find out the September 30 enrollment figure at the school feeding site. If two or more school sites eat together at the same kitchen site, then add both of the schools' enrollments and attendance figures together to get the feeding site enrollment and attendance.

Divide the attendance by the enrollment for the feeding site, move the decimal point two spaces to the right, and round to the nearest whole number (round down).

Example

291 attendance ÷ 301 enrollment = .967 or 96% (Attendance Factor)

List the Attendance Factor in section A, B, and C. You may use the September Attendance Factor for the entire year.

2) (Section A) Number Approved Eligible for Free Meals:

The approved number of free applicants for the month includes all free applicants that have:

- Moved
- changed eligibility to reduced or paid during the claim month
- all current free applicants as counted on the last day of the claim month

If the applicant changes eligibility status during the month they are counted in both eligibility categories for that month.

3) (Section B) Number Approved Eligible for Reduced-Price Meals:

The approved number of reduced applicants for the month includes all reduced applicants that have:

- moved
- changed eligibility to free or paid during the claim month
- all current reduced applicants as counted on the last day of the claim month.

4) (Section C) Paid Meals:

To find the number of Full Priced Students, you will use the enrollment for each feeding site for those students that can participate in the School Lunch Program. If kindergartners do not participate in School Lunch, they are not counted in the enrollment for the feeding site. You then subtract the Approved Free Applicants and Approved Reduced Applicants from the Enrollment for each feeding site to get the Full Priced Students.

5) **(Section A, B, & C) Attendance Adjusted Eligible:**

Multiply the Number Approved Eligible for Free, Reduced or Paid by the Attendance Factor in sections A, B, & C to get the Attendance-Adjusted Eligible for that category.

Answer the following question for **Sections A, B & C:**

Does the Daily FS-4 Count Exceed the Attendance-Adjusted Eligibles?:

On the FS-4 Record of Meals Served sheet, look at the daily meal counts for each category (F, R, P) of students to see if on any day the Attendance-Adjusted Eligible number was exceeded.

If the Attendance-Adjusted Eligible number of Applicants is not exceeded, then write "No" in this space on the RACS FORM. If some days do exceed the Attendance-Adjusted Eligible Number of Applicants, then write "Yes" in this space on the RACS form.

If you answer "Yes", you must complete Section E. You must investigate the problem and solve it. The reason the edit check (RACS) is done is to find point of service meal counting problems and correct them before submitting your claim to the State office. Errors may be due to meal counting system problems that allow meals to be claimed for ineligible students or mathematical errors on the cashier reports or FS-4. You must investigate the problem and correct it or explain the meal count numbers. **YOU CAN NEVER CLAIM MORE MEALS THAN YOU HAVE APPROVED STUDENTS IN ANY CATEGORY.**

6) **(Section D) Comparisons of ADP for Last Month and Current Month:**

Use the prior month's claim and divide the total meals claimed by category for each feeding site by the operating days to get the ADP (Average Daily Participation) by category. Compare the prior month's ADP by category to the daily meal counts on the FS-4 for this month.

In **Section E** explain any day that the prior month ADP by category shows a large difference as compared to the current month's daily meal count.

The RACS form must be completed for every claim submitted to the State Agency and kept on file with the claim for State Agency review.

Remember you must correct your meal counting process or explain overclaiming whichever applies. You may never claim meals that exceed your number of eligible participants.

If you have questions, please call the State Department of Education, Child Nutrition Programs at (208)332-6820

## Reimbursement Accuracy Check Sheet (RACS)

[illegible]

\* Any YES answers in sections A-C will need to be justified. In section E document the corrective action to be taken to correct the overclaim problem.

**\*\*Any No answers in section D need to be justified. In section E document the corrective action to be taken to correct the problem.**

## Reimbursement Accuracy Check Sheet (RACS)

<b>DISTRICT/SCHOOL NAME:</b>			
<b>SITE:</b> Central Elementary		<b>CLAIM MONTH and YEAR:</b> October Year:	
<b>A. FREE MEAL ELIGIBLE</b> (calculation)			
<i>Number approved eligible for free meals for current month</i> <u>69</u> (Multiplied by Attendance Factor) x <u>97</u> % <div style="text-align: right;">= <u>67</u> (Attendance-Adjusted Eligible)</div>			
Does the Daily FS-4 Count Exceed the Attendance Adjusted Eligible? <u>Yes</u> **			
<b>B. REDUCED-PRICE ELIGIBLE</b> (calculation)			
<i>Number approved eligible for reduced-price meals for current month</i> <u>25</u> (Multiplied by Attendance Factor) x <u>97</u> % <div style="text-align: right;">= <u>24</u> (Attendance-Adjusted Eligible)</div>			
Does the Daily FS-4 Count Exceed the Attendance Adjusted Eligible? <u>No</u> *			
<b>C. PAID MEAL ELIGIBLE</b> (calculation)			
<i>Total enrolled students with access to school lunch</i> <u>224</u> MINUS <i>those approved eligible for free meals</i> <u>69</u> <i>and minus those approved for reduced-priced meals</i> <u>25</u> equals: Paid students for current month <u>130</u> (Multiplied by Attendance Factor) x <u>97</u> % <div style="text-align: right;">= <u>126</u> (Attendance-Adjusted Eligible)</div>			
Does the Daily FS-4 Count Exceed the Attendance Adjusted Eligible? <u>No</u> *			
<b>D. Compare Average Daily Participation (ADP) for the current month to the previous month. In section E explain any large differences between last month's ADP and this Month's ADP.</b>			
(circle answer)			
Free ADP Last Month	<u>59</u>	Free ADP This Month	<u>62</u>
Reduced ADP Last Month	<u>20</u>	Reduced ADP This Month	<u>18</u>
Paid ADP Last Month	<u>120</u>	Paid ADP This Month	<u>91</u>
		Reasonable Difference?	<u>Yes</u> No**
		Reasonable Difference?	<u>Yes</u> No**
		Reasonable Difference?	<u>Yes</u> No**
<b>E. List any meal counts that exceeded the Attendance-Adjusted Eligible figures above. Include the date of overclaim, the category, reason for overclaim, and how the problem was corrected.</b>			
Date	Eligibility Category (F, R, or P)	Reason for Overclaim	How was the overclaim problem corrected?
10-1-Year	F	National School Lunch Week	
		Promotion	
		All free students eligible were in	
		attendance and ate on this day.	
<b>EVALUATOR'S SIGNATURE:</b>		<b>DATE:</b>	

\* Any YES answers in sections A-C will need to be justified. In section E document the corrective action to be taken to correct the overclaim problem.

\*\*Any No answers in section D need to be justified. In section E document the corrective action to be taken to correct the problem.